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## Contact Us

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## Computer Time Saving Tips

### Developer Tips In Word



Set the Developer tab as part of your regular ribbon:

>Click the Office Button

>Word Options

>Show Developer tab in ribbon

Using this tab, you can create text forms and drop-down menus. If you lock your document under the Review tab, you have just created a protected form. This is ideal for Legal or Medical professions.

# August Newsletter

## Protecting Your Identity in Today's Technology Infused World

Identity theft affects about 4% of American adults (almost 8.5 million American adults). It has been slowly decreasing with the efforts made by the U.S. Government and FTC, but by being careful of what information you share with others and how you share it is key to protecting yourself.

1. **Online Protection:** Employ a trusted brand of security software on your computer and update it regularly. This will protect against viruses, adware, spyware, etc. Always create difficult to guess passwords, and never use the same password for multiple accounts. Keep a small book of computer passwords in a safe place, such as a fire-proof lock box in case you ever forget one.
2. **Be Stingy with Information:** A common phone scam involves a company or bank calling to talk about your "account" with them. If you feel it is legitimate, tell them you will call them back at the company's published phone number. Never give out your information freely to someone who has called you.
3. **Credit Card/ATM Receipts:** Always be sure to retain your copies of receipts. If you know a server will take your card out of sight to process your tab, it might be a good idea to pay cash. Remember that if you don't want your receipt, they will simply throw it in their trash.
4. **Dumpster Diving:** It's hard to believe, but thieves still look through trash to find any account numbers or personal identification. This is why it is always best to take your copies of receipts. If you don't want the clutter in your pocket or purse, tear up the receipt as best you can and ask the cashier/server to throw it away.
5. **Check Your Credit Report:** There are many sites out there that let you check your credit report for free and by law you are allowed to three times a year. Checking it yourself will not hurt your score, and it is a good way to make sure nothing fishy is going on that you aren't aware of.

**Please speak with your account manager for 10% off of the following Technical classes:**

6294: Planning and Managing Windows 7 Deployments and Environments: 8/16-20

2415B: Programming with Microsoft.NET Framework: 8/23-27  
Adobe eLearning Suite: 8/30-9/3

6416B: Updating Your Infrastructure and Active Directory Skills to Windows Server 2008: 8/16-20

All discounts apply when registered before August 1<sup>st</sup>, 2010.

## About Us



Computer Visions is a New York State, woman-owned and operated provider of computer training, specializing in the education of business professionals.

Computer Visions is on New York State Contract. All New York State Agencies may contract with Computer Visions up to \$100,000 without a bid under the New York State Certified Minority Women-Owned Business Program.

Located in the heart of Albany, New York, Computer Visions provides technical training as well as computer and network consulting solutions. With modern labs, expert instructors, an experienced support staff and numerous training choices, you will be sure to find exactly what you need.

## What Is Microsoft Visual Studio and What Can It Do For Me?

Microsoft Visual Studio is an Integrated Development Environment (IDE). It can be used to create user interfaces for websites, web applications and web services. Visual Studio supports nearly any programming language, provided a language specific service exists. Languages include C/C++, VB.NET, C# and F#.



## Microsoft Office Certification Training Packages

Becoming a Microsoft Certified Specialist or a Microsoft Certified Master can help to solidify your position within your company and also further your career. Certification helps to build and demonstrate your technology expertise and skills. This can show employers your commitment to advancing your skills and taking on greater challenges. Microsoft courseware and exams are continually updated to ensure their validity and relevance in the real world. This enables you to stay up-to-speed with technology.

Furthering your skills or education can be costly, which is why Computer Visions offers Certification Training Packages. When you purchase training to help you prepare for the skills required to pass the MOS exams as a package you save more money per class. Please follow the below link to learn more about our Certification Packages, or contact a member of Computer Visions at 518-437-1600.

[Microsoft Office Certification Training Packages](#)

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